



**Milwaukee County Employees' Retirement System (ERS)
August 31, 2022 Governance Committee Meeting
MINUTES**

Call to Order

Governance Committee Chair Jeff Gollner called the Governance Committee meeting to order at 10:04 a.m. on Wednesday, August 31, 2022. The meeting was held virtually due to the COVID-19 pandemic.

Committee Members Present:

Jeff Gollner
Kessha Hobson
Jeremy Lucas
Himanshu Parikh

Others Present:

Erika Bronikowski, Retirement Plan Services
Jessica Culotti, Reinhart Boerner Van Deuren
Tasha Ford, Retirement Plan Services
Stephanie Sasscer, Milwaukee County Office of Corporation Counsel
Judd Taback, Milwaukee County Office of Corporation Counsel

Other Pension Board Members Present:

David Robles

Committee Members Not in Attendance:

1. Topic: Chairperson's Report

Chairperson Gollner welcomed the Committee to the meeting. He noted that at the Committee's last meeting in May, they selected a Board Portal provider.

Additionally, he noted that the originally scheduled July 2022 Governance Committee meeting was rescheduled to today to enable review of the Board evaluation questionnaire.

Finally, the Chair noted that he received positive feedback on the new Digital Self-Service, and he has heard that employees are looking forward to upcoming webinars in September on how to use it.

2. Topic: Meeting Minutes – May 4, 2022

A motion by Trustee Parikh, seconded by Trustee Gollner, was made to approve the May 4, 2022 Governance Committee Meeting minutes. The motion passed unanimously.

3. Topic: Board Effectiveness Assessment Interview Question Review

Ms. Bronikowski explained that the Pension Board selected Nasdaq as a Board Self-Assessment provider in November 2021. The draft contract was provided at the end of December 2021 was signed in July 2022.

She noted that she met with the Nasdaq team in early August to kick off the development of the evaluation form. Nasdaq has now provided a draft evaluation for the Committee's review.

Chairperson Gollner noted that the Board previously completed a skills matrix in 2020 and inquired as to whether that would be incorporated into this evaluation.

Ms. Bronikowski confirmed that even though it was previously completed as a separate process, it would be incorporated into this Board evaluation.

In response to a question from the Chair, Ms. Bronikowski confirmed that this evaluation is required by the Board's policies and charters and that it will be completed on a regular cadence going forward.

Responding to a question from Trustee Lucas, Ms. Bronikowski explained that the skills matrix has multiple purposes, including identifying educational opportunities for the Board and in recommending to appointing authorities certain skill sets that would be helpful to have to produce a well-rounded and diverse Board.

Trustee Robles explained that the Board Effectiveness Assessment was scheduled for this year because the implementation of the current Committee structure was finalized in 2020. This provided a couple of years of experience in the current Committee structure for the Board to reflect on when completing the Effectiveness Assessment.

Chairperson Gollner made a motion recommending that the Board proceed with the design of the Board evaluation questionnaire and interview guidelines as presented. The motion was seconded by Trustee Lucas and passed unanimously.

4. Topic: Pension Administration System Upgrade Status Update and Hosting Extension Request

Ms. Bronikowski explained that the RPS team recently went live with an updated pension administration system on August 1, 2022. The system is generally functioning as expected with some non-essential functions still being worked on. These should be fixed in the coming weeks.

The system is currently in the warranty period and issues identified during the warranty period will be fixed under the umbrella of the upgrade costs. Issues identified outside the warranty period will go into the queue to be fixed and may require a change order or will count against the bucket of contracted hours RPS was provided by the vendor.

As with all major system upgrades, issues have been identified that were not uncovered during the testing phase. When the team finds an issue, it is helpful to recreate the situation in the old version of the system to determine how it was functioning before and identify whether the issue is strictly due to upgrade work or due to something else such as data.

In response to a question from Trustee Robles, Ms. Bronikowski explained that if an issue is identified during the warranty period but not fixed until after the warranty period, it will be included in the upgrade costs.

Responding to a question from Chairperson Gollner, Ms. Bronikowski explained that system fixes are triaged by the RPS team and may be worked on by the RPS team, the Joxel co-development team, or the Vitech team depending on the nature of the issue.

Ms. Bronikowski continued, explaining that the Employees' Retirement System owns the data in both the old system and the upgraded system; however, Vitech still hosts and maintains the old system to allow RPS to continue to access the data. She stated that RPS is requesting approval to continue having access to the old version of the system for up to six months, which is within the limits of the total hosting and maintenance budget for 2022.

The Committee then discussed whether or not to extend the hosting agreement for the old pension administration system, considering the costs, expectations of the quality of the upgraded system, maintaining two systems simultaneously, and RPS operational needs.

Chairperson Gollner moved to defer further action until Ms. Bronikowski can explore all cost options with the Vitech team and directed Ms. Bronikowski to report back to the full Pension Board. The motion was seconded by Trustee Lucas and passed unanimously.

5. Topic: Board Portal Procurement

Ms. Bronikowski explained that the Board Portal procurement project was nearing completion. The Board selected Aprio for a Board Portal and contract negotiations were under way. After a meeting with the Aprio team and counsel earlier this week, she explained a contract should be ready for signature in the next few business days.

6. Topic: ERS/RPS 2021-2022 Strategic Plan Update

Ms. Bronikowski provided the quarterly strategic plan update for the end of second quarter of 2022. The next strategic plan for RPS will be developed at the end of 2022 and will cover 2023 and 2024. The RPS strategic plan is developed every other year by RPS staff and includes goals under the following categories: benefits administration, member services, financial governance, and organizational learning and development.

Ms. Bronikowski explained that 50 of 103 goals have been completed and 7 are scheduled to be completed during the second quarter of 2022. These goals include: ongoing education for retirees to use DSS/e-delivery, documenting the escheatment process, automating investment reporting, surveying member experiences and digital self-service, pension beneficiary special mailings, and enhancing RPS team development opportunities.

Ms. Bronikowski noted there are only two quarters left in the strategic plan period. 23 goals are more than one quarter overdue. This is primarily due to staff turnover and vacancies. At this time, RPS is still on track to accomplish, reassign, or remove all of the goals in the 2021-2022 strategic plan.

7. Topic: Adjournment

The meeting adjourned at 11:25 a.m.